

Privacy Notice

External Recruitment



What Personal details do we collect?

- name
- address
- telephone number
- personal email address
- employment history and references
- Any additional information provided to us directly by you

How do we use personal data?

- To evaluate your application against the job listing and requirements
- Determine if you will be chosen for an interview or appointment
- To manage the application process
- If selected to fill the position, to collect from you the necessary information to perform a background, which includes a criminal check and verification of work history provided during the evaluation process
- To administer the onboarding process.

How do we keep information secure?

When we handle your data we do so through secured systems the employ appropriate technical measures and in accordance to HR specific data handling procedures.

Personal information collected is limited strictly to those who need to know to facilitate the recruitment process in accordance with this Privacy Notice.

Sharing personal information

Your personal information is only shared with those whom facilitate the activities listed in this Privacy Notice. This includes a number of third party services. Where third party services process your personal information they do so only at C40's direction.

Overseas processing

As much as possible, C40 processes all personal information within the European Economic Area (EEA). In certain recruitment scenarios, however, such as when the recruiting line manager is located outside the EEA, a cross-border transfer of information will occur. In these scenario, safeguards, such as technical measures or contractual clauses, have been put in place to protect your personal information.

How to access personal information

To make a data subject access request email legal@c40.org.